

## **BOARD MEETING MINUTES**

### **MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES**

April 28, 2011

The Mississippi Department of Information Technology Services Board met in Room 207 of the ITS Office Building, 3771 Eastwood Drive, Jackson, Mississippi 39211, on Thursday, April 28, 2011, at 8:00 A.M. for personnel planning.

#### **Members Present:**

Lynn C Patrick, Chairman

Derek Gibbs

Rodney Pearson

Thomas A. Wicker

#### **Members Not Present:**

John Hairston, Vice-Chairman

#### **Staff Members Present:**

David Litchliter, ITS Executive Director

Michele Blocker, Internal Support Division Director

Lynn Patrick called the personnel planning session to order. Tom Wicker stated there was a need to go into closed session to determine the need for executive session.

On motion by Lynn Patrick and second by Rodney Pearson that the ITS Board convene in closed session to determine the need for executive session:

Motion carried; unanimously.

The determination for executive session was discussed in closed session, and on motion by Lynn Patrick and second by Rodney Pearson that the ITS Board convene in executive session to conduct interviews for the ITS Executive Director position and discuss personnel plans:

Motion carried; unanimously.

The ITS Board returned to open session. Lynn Patrick called the session to order and announced that pursuant to Mississippi Code 25-41-7(4)(b), the ITS Board would convene in executive session to discuss personnel matters. Ms. Patrick further announced the motion to convene in executive session was made by Lynn Patrick with a second by Rodney Pearson during the closed session, and that the motion carried with a unanimous vote.

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The ITS Board convened in executive session.

Members Present:

Lynn C Patrick, Chairman

Derek Gibbs

Rodney Pearson

Thomas A. Wicker

Members Not Present:

John Hairston, Vice-Chairman

Staff Members Present:

David Litchliter, ITS Executive Director

Michele Blocker, Internal Support Division Director

No actions were taken during executive session.

On motion by Lynn Patrick and second by Rodney Pearson that the ITS Board conclude executive session and return to open session:

Motion carried; unanimously.

The ITS Board returned to open session. Lynn Patrick called the session to order. No actions were taken by the Board during this session.

There being no further business, the personnel planning session was adjourned by Lynn Patrick.

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The Mississippi Department of Information Technology Services Board reconvened in the Board Room of the ITS Office Building, 3771 Eastwood Drive, Jackson, Mississippi 39211, on Thursday, April 28, 2011, at 1:30 P.M.

Members Present:

Lynn C Patrick, Chairman

Derek Gibbs

Rodney Pearson

Thomas A. Wicker

Members Not Present:

John Hairston, Vice-Chairman

**Legislative Advisors Present:**

Senator Sampson Jackson, II

Representative Gary V. Staples

**Staff Members Present:**

David Litchliter, ITS Executive Director

Michele Blocker, Internal Support Division Director

Martha Pemberton, Information Systems Services (ISS) Division Director

Lynn Ainsworth, ISS Division Deputy Director

Donna Nead Rogers, Special Assistant Attorney General

Roger Graves, Telecomm Services Division Director

Jimmy Webster, Information Security Division Director

Mitchell Bounds, Data Services Division Director

Craig Orgeron, Strategic Services Division Director

David Johnson, ITS Business Manager

Tina Wilkins, ISS Technology Consultant

Jane Woosley, ISS Technology Consultant

Debra Spell, ISS Technology Consultant

Cheryl Yelverton, ISS Technology Consultant

Paula Conn, ISS Technology Consultant

Gary LeBlanc, ISS Technology Consultant

Renee Murray, ISS Technology Consultant

Donna Hamilton, ISS Technology Consultant

Ravaughn Robinson, ISS Technology Consultant

Caren Brister, Strategic Services Division

Rhonda Allen, Strategic Services Division

Laura Pentecost, Data Services Division

Mike Hatch, Data Services Division

Others Present:

Marc Wilson, Mississippi State Department of Health

Bob Carmean, Digitec

Charles Evers, Mississippi Department of Education

Toby Frazier, Mississippi Department of Education

Joseph DeCastra, Mississippi Department of Education

Cedric Morgan, Mississippi Department of Education

Denise Jones, Mississippi Department of Transportation

Ray Barksdale, Mississippi Department of Transportation

Charlie Case, Mississippi Secretary of State's Office

Cindy Crocker, Mississippi Secretary of State's Office

Dennis Graham, Cellular South

Terrell Knight, Cellular South

Janice Fitzgerald, Cellular South

Gayle Price, AT&T

Mark Hollingsead, Ciber

Cille Litchfield, Mississippi Department of Finance and Administration

Becky Thompson, Mississippi Department of Finance and Administration

David Pitcock, Mississippi Department of Finance and Administration

Brenda Benson, Mississippi Department of Finance and Administration

Belinda Russell, Mississippi Department of Finance and Administration

Billy Beard, Mississippi Department of Finance and Administration

Brooks Moore, Mississippi Department of Finance and Administration

Jason Cox, IBM

Shell Davies, IBM

Rich Beggs, SAP

Led Ggees, SAP

Brian Grant, SAP

Jeremie Colt, SAP

Harish Luthra, SAP

Cindy Niemeyer, CA

Karen Newman, The Clay Firm

Wilson Carroll, CapGemini

Christy Williams, Mississippi Library Commission

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Agenda Item No. 1: Lynn Patrick called the meeting to order and directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on March 24, 2011.

On motion by Rodney Pearson and second by Tom Wicker that the minutes of the March 24, 2011 meeting be approved as written:

Motion carried; unanimously.

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Agenda Item No. 2: Ravaughn Robinson and Marc Wilson, Chief Information Officer, presented Project No. 39207 requesting approval of an exemption for **MISSISSIPPI STATE DEPARTMENT OF HEALTH (MSDH)** to acquire digital copier/multi-function equipment

from Mississippi Department of Finance and Administration, Office of Purchasing, Travel, and Fleet Management State Contracts. The staffs of ITS and MSDH jointly recommend approval of the exemption request at a total estimated 1-year lifecycle cost of \$1,700,000.00. MSDH will purchase these devices from DFA state contracts for purchase and rental of copiers, in compliance with all statutory requirements.

On motion by Tom Wicker and second by Rodney Pearson that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 3: Cheryl Yelverton presented an overview and request to issue RFP No. 3662-39005 for the acquisition of a Data Warehouse/Business Intelligence System for the **MISSISSIPPI DEPARTMENT OF EDUCATION (MDE)**. The staffs of ITS and MDE jointly request approval to advertise and publish RFP No. 3662-39005 for the acquisition of a Data Warehouse/Business Intelligence System for the **MISSISSIPPI DEPARTMENT OF EDUCATION**.

On motion by Rodney Pearson and second by Derek Gibbs that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 4: Withdrawn.

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Agenda Item No. 5: Debra Spell presented the evaluation and recommendation of proposals received in response to RFP No. 3648-38699 for the acquisition of support services for the Statewide Election Management System (SEMS) for the **MISSISSIPPI SECRETARY OF**

**STATE'S OFFICE (MSOS).** The staffs of ITS and MSOS jointly recommend the selection of Hewlett-Packard State & Local Enterprise Services, Inc. as lowest and best vendor responding to RFP No. 3648 to provide support services for the Statewide Election Management System (SEMS), at a total not-to-exceed cost of \$3,193,377.00.

On motion by Rodney Pearson and second by Derek Gibbs that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 6: Donna Hamilton and Cille Litchfield, Deputy Executive Director, presented the evaluation and recommendation of proposals received in response to RFP No. 3626-38626 for the acquisition of services for configuring, integrating, and implementing a statewide ERP solution for the **MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION (DFA)**. The staffs of ITS and Mississippi Department of Finance and Administration jointly recommend the selection of SAP Public Services Inc., as lowest and best vendor responding to RFP No. 3626, to provide services for configuring, integrating, and implementing a statewide ERP solution, at a fixed cost of \$45,747,879.00. The staffs of ITS and DFA further request approval to acquire optional software automation tools as the State deems necessary to facilitate the deployment of the software, in an amount not to exceed \$3,912,300.00 over a five-year lifecycle.

On motion by Derek Gibbs and second by Tom Wicker that the staff recommendation be approved:

Motion carried; unanimously.

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The Board acknowledged Agenda Item No. 7 regarding the summary of equipment, software and



services, exemptions and sole source procurements approved by the ITS Executive Director.

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The Board discussed Agenda Item No. 8 regarding verification of Quorum for next ITS Board Meeting scheduled for Thursday, May 26, 2011.

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On motion by Tom Wicker and second by Derek Gibbs that the following per diem and expenses be approved:

Derek Gibbs - per diem and expenses for 1 day;

Board Meeting, April 28, 2011.

Lynn Patrick - per diem and expenses for 2 days;

Senate Confirmation Hearing, March 31, 2011, and

Board Meeting, April 28, 2011.

Rodney Pearson - per diem and expenses for 1 day;

Board Meeting, April 28, 2011.

Tom Wicker - per diem and expenses for 2 days;

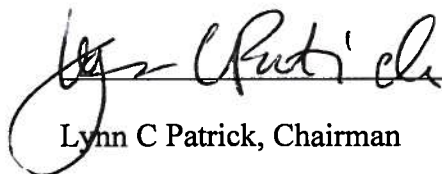
Senate Confirmation Hearing, March 31, 2011, and

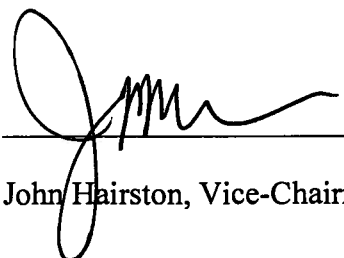
Board Meeting, April 28, 2011.

Motion carried; unanimously.

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There being no further business, the meeting was adjourned by Lynn Patrick.

  
Lynn C Patrick, Chairman

  
John Hairston, Vice-Chairman